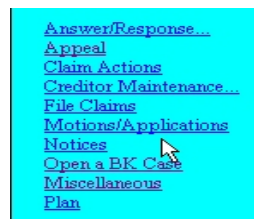
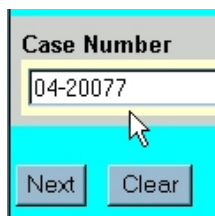

Motion to Prohibit Use of Cash Collateral.

STEP 1 Click on the **Bankruptcy** hyperlink on the **Main Menu** then click on **Motions / Applications**.

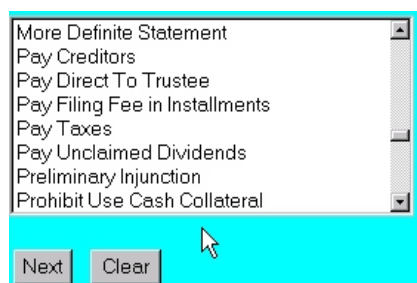


STEP 2 The **Case Number** entry screen displays.



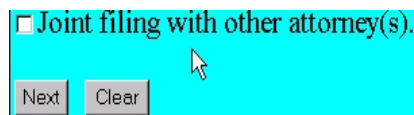
- ◆ **Case Number** - enter a case number in *YY-NNNNN* format.
- ◆ Click on the **Next** button.

STEP 3 The **select type of motion/application** being filed screen displays.



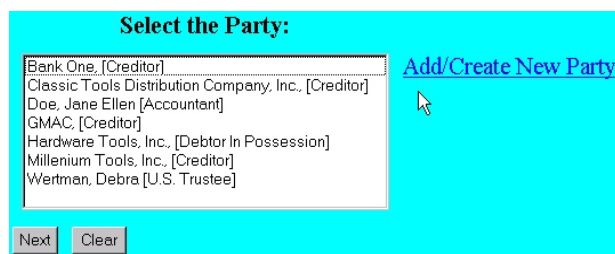
- ◆ Scroll through the options and highlight **Prohibit Use Cash Collateral**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ If name of party appears, click on the name, click **Next** and proceed to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**, click on **Next** and proceed to **Step 6**.

STEP 6 The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- ◆ **Last/Business name:** enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.

- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ◆ If party's name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen displays.

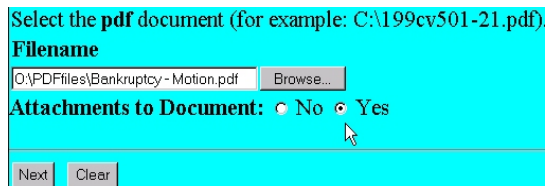
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen with your party highlighted displays.

- ◆ Click on the **Next** button to continue.

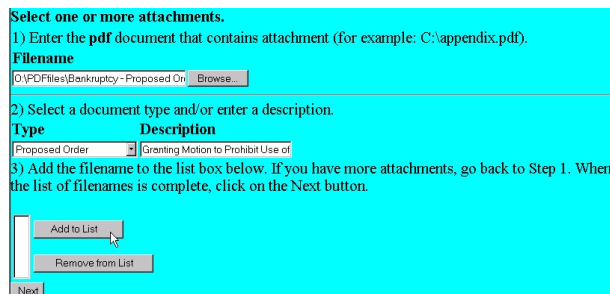
STEP 11 If an association has not been made in the system, the **Association** screen displays. Check the box to associate you as the attorney for the party selected/added if appropriate, then lick **Next** to continue..

STEP 12 The **Select the pdf document** screen displays.



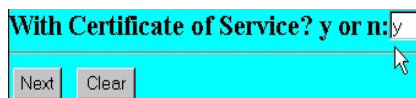
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the Proposed Order and other documents (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to **'Yes.'**
 - ▶ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays.



- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 14 The **With Certificate of Service?** screen displays.



- ◆ Type a lowercase **'y'** if a Certificate of Service is attached to your document or a lowercase **'n'** if there is no Certificate of Service.
- ◆ Click on the **Next** button.

STEP 15 A Docket Text: Modify as Appropriate screen displays.

Docket Text: Modify as Appropriate.

Motion by Creditor Bank Two to Prohibit Use of Cash Collateral
[REDACTED] **with Certificate of Service (Attachments: # (1**
Proposed Order Granting Motion to Prohibit Use of Cash Collateral)
((Name of Attorney),)

- ◆ Add additional text in the box provided if appropriate.
- ◆ Click on the **Next** button.

STEP 16 The **Docket Text: Final Text** screen appears. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion by Creditor Bank Two to Prohibit Use of Cash Collateral with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion to Prohibit Use of Cash Collateral) ((Name of Attorney),)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.


STEP 17 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 5/20/2004 at 3:25 PM EDT and filed on 5/20/2004

Case Name: Hardware Tools, Inc.

Case Number: [2:04-bk-20077](#)

Document Number: [36](#) 

Docket Text:
Motion by Creditor Bank Two to Prohibit Use of Cash Collateral with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion to Prohibit Use of Cash Collateral) ((Name of Attorney),)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp: